



STEVE SISOLAK
Governor

NEVADA GAMING CONTROL BOARD

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J. BRIN GIBSON, *Chair*
PHIL KATSAROS, *Member*
BRITTNIE WATKINS, *Member*

Hearings Officer, Administration Division Nevada Gaming Control Board Las Vegas, Nevada

Salary up to \$105,360 (Employee/Employer Paid Retirement Plan)

The Nevada Gaming Control Board (Board) is seeking a diverse pool of qualified candidates for the position of Hearings Officer in the Administration Division. This is an unclassified, full-time position located in Las Vegas, Nevada.

Position Description

The Hearings Officer conducts hearings and submits recommended decisions to the Board regarding disputes between players and licensed gaming establishments pertaining to licensed gambling games and devices; conducts hearings and submits recommended decisions to the Board concerning persons whose applications for registration as a gaming employee have been denied because of an objection by the Board; and performs related work as required. In particular, the incumbent:

- Reviews filing dates and status upon receiving requests for hearings to determine jurisdiction in hearing a case;
- Reviews subject matter of case and may refer file to the appropriate Agent for any necessary updating or additional investigation;
- Schedules hearings;
- Presides at hearings and conducts them in a manner affording each party due process;
- Reviews the transcript, testimony, documentary evidence, any electronic media, and exhibits entered at a hearing;
- Prepares a recommended decision and submits it to the Board with a complete copy of the hearing record for the Board's review and decision;
- Prepares files under appeal to the Nevada Gaming Commission and monitors the file through the appeal process providing any additional information as necessary;
- Prepares files under appeal for the district court under judicial review and assists the Attorney General's Office as required;
- Assists the Board in training and preparing procedures for compliance with the hearing process;
- Obtains credentials as a Certified Voice Stress Analyzer (CVSA) by the National Institute for Truth Verification (NITV);
- Assists the Professional Standards Office through the administration of CVSA examinations of applicants for peace officer positions within the Enforcement Division as defined by Nevada law;
- Provides support to the Board as the Directive/Procedure Coordinator under the provisions of the Board's Human Resources Manual; and
- Supervises administrative assistants in the Board Officer.

Applicants will be screened for possession of the following through written, oral, performance, or other evaluation procedures:

- Knowledge of due process as applied to administrative law;

- Knowledge of federal and state civil procedure acts as applied to administrative hearings;
- Ability to objectively and promptly analyze issues;
- Ability to effectively communicate orally and in writing;
- Ability to work without close supervision; and
- Ability to participate in a peer review process of recommended decisions.

Travel

In-state travel may be required outside of normal business hours.

Recruitment

This is an open, competitive recruitment for all qualified external applicants.

Minimum Qualifications

Required qualifications include graduation from an accredited college or university with a bachelor's degree in business administration, public administration, economics, finance, criminal justice, or other applicable degree; and four years of experience with an organization making determinations or adjudicating issues through application and interpretation of rules, regulations and law, or in the conduct of formal fact-finding hearings.

Preference will be given to applicants who possess a juris doctor from an accredited institution or a license (active and in good standing) to practice law in Nevada.

The following additional requirements may be acquired on the job, and will be needed to perform the work assigned:

- Knowledge of the Gaming Control Act and regulations as applied to casino/patron disputes and gaming employee registrations;
- Knowledge and understanding of licensed games and devices;
- Ability to schedule, conduct, and control a fair hearing; ability to deal firmly, effectively, courteously, and professionally with all parties to hearings;
- Ability to write a recommendation for each hearing incorporating findings of fact as statutorily required;
- Attendance and successfully completion of the National Judicial College class "Administrative Law: Fair Hearing;" and
- Credentials or ability to become credentialed as a Certified Voice Stress Analyzer (CVSA) by the National Institute for Truth Verification (NITV).

Location

This position is located in Las Vegas.

Salary

The salary for this position is up to \$105,360 and reflects Public Employees' Retirement System (PERS) contributions by both the employee and the employer. An employer-paid contribution plan is also available with a reduced salary.

How to Apply

All applicants who meet the minimum qualifications are invited to apply for this position and may do so by completing an application on the Nevada Gaming Control Board [website](#). All applicants must submit a cover letter and resume. In your cover letter, please indicate how you heard about this position. Only

applications submitted through the website will be accepted. Applications will be accepted until Friday, June 10, 2022 at 5:00 p.m.

A background investigation will be conducted to verify the accuracy and completeness of statements made on the application and to obtain information relevant to predicting successful performance as an employee of the Board.

This position requires a pre-employment drug screening.

The Nevada Gaming Control Board and the State of Nevada are committed to Equal Employment Opportunity/Affirmative Action in recruitment of employees and do not discriminate based on race, color, national origin, religion or belief, age, disability, sex, sexual orientation, gender identity or expression, pregnancy, domestic partnership, genetic information (GINA), or compensation and/or wages.